

## SOMB QUALITY ASSURANCE COMMITTEE REPORT

COMMITTEE MEMBERS: Harry Reed, Jerry Isikoff, Alyssa Williams Schafer, Abdi Tinwalla

MARCH 9, 2011 CONFERENCE CALL ATTENDEES: Harry Reed and Jerry Isikoff

Committee members Harry Reed and Jerry Isikoff spoke by conference call on March 9, 2011 to discuss the goals of the Quality Assurance Committee. The following topics were discussed:

### CREDENTIALING OF APPLICANTS TO APPROVED PROVIDER LIST

The SOMB has accomplished the establishment of an Interim Provider List (Title 20 Section 1905.30) as required by the rules, however we have not had a process to confirm the information contained in the applications submitted by the Providers. Because the SOMB has not had sufficient funding to provide necessary staff for verification of Provider credentials, we need to seek an outside credentialing service to accomplish this goal. The costs of providing this service will need to be borne by the applicant for inclusion on the approved provider list.

It will be necessary to send out an RFP to select a reliable Credentialing Service to verify the following items in an applicant's background:

- Criminal History for felony convictions and misdemeanors involving sexual offenses
- Educational qualifications and professional experience
- Professional licensing, professional certification and any disciplinary actions taken against the applicant
- No evidence of unethical or unprofessional conduct
- No evidence of having engaged in deceit or fraud in delivery of services, supervision, or documentation of their credentials
- Applicant name, business address, phone number, fax number and e-mail address
- Fluency in any foreign language that is claimed in the application

The Committee will review the submitted RFPs and make a recommendation to the SOMB of the credentialing agency finalist, which should provide the best quality product for a fair fee.

Considerations of ease of making application, coordination of providing applicant background reports and timeliness of those reports are important considerations for selection of the credentialing agency.

The rules do state that submitted applications will be referred to an Application Review Committee, appointed by the Board for review and approval. This committee is to consist of "no fewer than three members, including at least one sex offense specific treatment provider, one sex offense specific evaluator and one victim advocate." Whether this will be a separate

committee, or a sub-committee of the Quality Assurance Committee is a decision that will need to be made and we will need qualified volunteers for participation in this required committee.

A decision by the SOMB will be necessary as to when to require those Providers who are on the current list to submit to the selected credentialing process.

## HANDLING COMPLAINTS AGAINST PERSONS ON THE SOMB APPROVED PROVIDER LIST

Currently, complaints against approved providers are received by Alicia and are forwarded to Jerry Isikoff (and previously to Jeff Brown) for review and any necessary action to be taken. We will need a more formal process that can be published on the SOMB Web information page. It was reported that only a minimal number of complaints (4) have been received by the SOMB and in the past, those complaints have been able to be handled by Jerry and Jeff. It appears that this Committee would hold the responsibility for reviewing any submitted complaints. Following an investigation of the complaint and results from the response process with the Approved Provider, the Committee should formulate an appropriate response to the complaint. Recommendations for any action to be taken on complaints received by the SOMB should be brought to the Board for approval.

### **Review of Meeting Minutes: March 9, 2011**

At the regular meeting of the Sex Offender Management Board held March 17, 2011, a motion was made by Jerry Isikoff and seconded by Verlin Mainz to approve the March 9, 2011 meeting minutes of the Quality Assurance of Providers & Ethics and Conflict of Interest Committee. All Board members present approved the motion.